



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



CASE WORKER

\$38,928.92 - \$ 62,873.53 ANNUALLY

NATURE OF WORK

Responsible, supervisory, clerical or technical work of a specialized nature involving coordinating referral services to individuals and families requiring assistance of social service agencies. Work involves the performance of a variety of non-hazardous/non-enforcement field work and office duties. Incumbent exercises independent judgement in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws and departmental and program rules and practices. Work is performed under the supervision of the Division Director who reviews work for adherence to standards of the program requirements, through personal conferences and analysis of case records and who provides direction in resolving problems resulting from conflicting philosophies, novel cases, or involving potential danger to client(s) and/or the facility.

MINIMUM REQUIREMENTS

Graduation with an Associate's degree or equivalent in college credits with major course work in Social Work, Business, Criminal Justice, Sociology or Psychology, with some experience working in social service, youth program or related field. Experience can substitute for education on a year-for-year basis. Valid driver's license.

DESIRES

Knowledge of social casework theory and practice. Knowledge of interviewing and counseling techniques. Knowledge of community health, welfare, and other resources. Knowledge of community outreach and grassroots organizing. Ability to establish and maintain effective professional relationships with clients, staff, personnel in other community agencies, other employees and the general public.

Send **2** Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
or jobs@miamibeachfl.gov

CLASS NO: **1021**
CS NO: **0566CO**

NO FAX ACCEPTED

ATTENTION: CW-I

EOE/AA/ADA/VET PREF